## <u>Partner Portal WITS.Idaho.gov — Navigation Guidance</u>

#### **Logging In**

WITS

The WITS Help Desk ("WHD") has created a "partner portal" with restricted access to partners only. Providers will not have access to the portal. The webmaster for the WITS website is creating logins based on the information provided by each partner. Each user who requested access will receive an email from the Department of Health and Welfare webmaster with login information. This email should be retained by each user.

1) Type into the address bar: wits.idaho.gov.

2) Click on the "Login to Partner Portal" button.



## <u>Partner Portal WITS.Idaho.gov — Navigation Guidance</u>

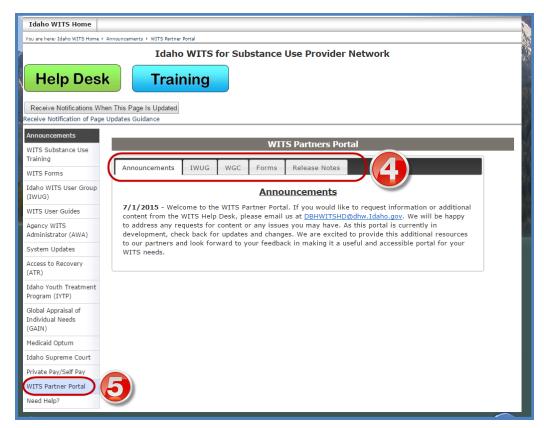
#### Logging In

3) Login using the user name and password provided in the email provided to you. After your initial login, the system will prompt you to create a new password.

#### **Navigation**

- 4) Select the 'tab' to view content for Announcements, the Idaho WITS User Group, the WITS Governance Council, Forms and release notes in WITS.
- 5) If you navigate away from the partner portal to another screen in WITS.Idaho.gov, select the link on the navigation pane for the 'WITS Partner Portal'. This link will return you to the main Partner Portal Page.





# <u>Partner Portal WITS.Idaho.gov — Navigation Guidance</u>



### **Logging Off**

6) To Log-off, select the X button at the top right hand corner of the screen to close the window.

